

# CITY OF EAU CLAIRE HOUSING DIVISION



## CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

August 1, 2017 – July 31, 2018

Prepared by:

City of Eau Claire Housing Division

203 S Farwell Street, PO Box 1186

Eau Claire, WI 54703

October 30, 2018

## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

(This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.)

The City of Eau Claire Consolidated Annual Performance and Evaluation Report (CAPER) is the second year of the annual performance reports, which describes the actions and funding priorities used to carry out the PY 2015-2019 Consolidated Plan. This report describes progress made from August 1, 2017 to July 31, 2018 towards those goals.

The City of Eau Claire Housing Division invested over \$1.1 million in Community Development Block Grant (CDBG) and HOME Grant funds on over 18 projects within the City in the 2017 grant year.

Highlights of performance accomplishments according to specific need categories include:

#### **Housing**

- Assisted 1 homebuyer with direct homeownership assistance
- 2 new homeowners received rehabilitation loans to rehab their owner-occupied residential units, including the abatement of lead in 2 of those units
- 5 low/mod homeowners received HOME Weatherization Grants (2 – Eau Claire Housing Division & 3 – Western Dairyland)
- 2 single family homes were purchased and will be rehabilitated for the Homeownership Program
- 199 Homes were inspected and brought up to code as a part of the Code Enforcement Program
- 1 LMI homeowner received funding from the Alley Improvements Reimbursement program

#### **Public Services**

- 45 persons facing domestic violence sought shelter and support services,
- 197 families received case management assistance to help care for their children,
- 1455 persons sought emergency shelter as a result of homelessness,
- 631 received primary health care services from the Free Clinic,
- 1032 persons received meals from the Community Table soup kitchen,

- 33 households received rental assistance with the Tenant Based Rental Assistance program,
- 909 Hmong households received tenant/landlord counseling and translation services,
- 77 Women and minorities received employment & business start-up services,

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source/ Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Effective administration of programs	Administration	CDBG: \$102,062 HOME: \$27,889	Other	Other	5	2	100.00%	1	1	100.00%
Improve existing owner-occupied housing units	Affordable Housing	CDBG: \$175,202 HOME: \$41,130	Homeowner Housing Rehabilitated	Housing Unit	92	8	101.00%	10	5	101.00%
Improve existing owner-occupied housing units	Affordable Housing	CDBG: \$95,400 HOME: \$0	Housing Code Enforcement/ Foreclosed Property Care	Household Housing Unit	750	155	103.33%	150	199	124.67%
Improve rental housing units for LMI households	Affordable Housing	CDBG: \$0 HOME: \$17,199	Rental units rehabilitated	Household Housing Unit	14	0	0.00%	1	1	100.00%
Mitigate or prevent homelessness	Homeless	CDBG: \$26,600	Homelessness Prevention	Persons Assisted	1013	391	38.60%	1100	340	101.45%
Provide opportunities for homeownership to LMI HH	Affordable Housing	CDBG: \$394,213 HOME: \$0	Homeowner Housing Added	Household Housing Unit	32	3	9.38	1	2	100.00%
Provide opportunities	Affordable	CDBG: \$0	Direct Financial Assistance to	Households Assisted	10	2	20.00%	1	0	100.00%

for homeownership to LMI HH	Housing	HOME: \$0	Homebuyers							
Provide rent assistance to LMI HH	Affordable Housing Non-Homeless Special Needs	HOME: \$169,266	Tenant-based rental assistance	Households Assisted	264	73	27.65%	45	33	100.00%
Provide services to assist LMI Persons	Non- Housing Community Development	CDBG: \$54,631	Public Service activities other than Low/Moderate Income Housing Benefit	Person Assisted	887	4383	494.14%	1000	2846	230.30%
Provide services to assist LMI Persons	Non-Community Development	CDBG: \$8,000	Homeless Person Overnight Shelter	Persons Assisted	1000	1400	140.00%	750	1160	99.00%
Public Improvement in LMI Neighborhoods	Non-Housing Community Development	CDBG: \$15,575 CDBG: \$11,870	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	12	0.00%	20	2	60.00%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

During the 2017 grant year, CDBG funds were expensed to high priority activities as identified in the action plan.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	2,919	29
Black or African American	304	2
Asian	742	2
American Indian or American Native	98	0
Native Hawaiian or Other Pacific Islander	7	0
<b>Total</b>	<b>4,070</b>	<b>33</b>
Hispanic	170	0
Not Hispanic	3,900	33

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

The clients served by the Community Development Block Grant programs are quite diverse and serve a range of backgrounds.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	\$608,402	\$833,855
HOME	HOME	\$299,529	\$255,400
HOPWA	HOPWA	N/A	N/A
ESG	ESG	N/A	N/A
Other	Other	N/A	N/A

**Table 3 - Resources Made Available**

### Narrative

The City of Eau Claire Housing Division expended \$1,089,255 in Community Development Block Grant and HOME Investment Partnership Grant funds on over 18 activities.

The City received \$508,400 in 2017 CDBG funds plus \$172,057 in CDBG program income for a total of \$883,555 and \$255,400 in HOME funds for the 2017 grant year.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	85	85	Citywide target area
LMI Census Tracts	15	15	Local target areas

**Table 4 – Identify the geographic distribution and location of investments**

### Narrative

The chart attached (2017 Geographic Information) indicates the projects in low-moderate income census tracts that were completed over the year. All projects were located in an area designated as a low-moderate income area of the city.



## Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

There were no projects associated with the City's use of entitlement funds that require or mandate leveraging public and private funds.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$1,751,554
2. Match contributed during current Federal fiscal year	\$100,016
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$1,851,570
4. Match liability for current Federal fiscal year	\$43,305
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$1,808,264

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
Western Dairyland	07/31/2017	\$106,188	0	0	0	0	0	\$106,188

Table 6 – Match Contribution for the Federal Fiscal Year

#### HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
0	\$12,141	\$12,141	\$10,161	0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	<b>Total</b>	<b>Minority Property Owners</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

**Relocation and Real Property Acquisition** – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

Parcels Acquired	0	0				
Businesses Displaced	0	0				
Nonprofit Organizations Displaced	0	0				
Households Temporarily Relocated, not Displaced	0	0				
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	250	18
Number of Non-Homeless households to be provided affordable housing units	245	33
Number of Special-Needs households to be provided affordable housing units	50	7
<b>Total</b>	<b>545</b>	<b>58</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	50	33
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	35	8
Number of households supported through Acquisition of Existing Units	1	1
<b>Total</b>	<b>86</b>	<b>42</b>

Table 12 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The City of Eau Claire Housing Division allocated funding to several different agencies that provide shelter to homeless families and individuals. Due to decreasing program funds, not all homeless were provided with affordable housing units.

**Discuss how these outcomes will impact future annual action plans.**

The City of Eau Claire Housing Division will take into consideration the decrease in funding and adjust the goals accordingly on future action plans.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	2	31
Low-income	0	2
Moderate-income	0	0
<b>Total</b>	<b>2</b>	<b>33</b>

**Table 13 – Number of Households Served**

**Narrative Information**

For CDBG, this includes individuals who received Rehabilitation Loan to fix up their homes. For HOME, this includes the beneficiaries of the TBRA voucher program (providing housing for the homeless) and low-income homebuyers.

The Housing Authority of the City of Eau Claire assisted 33 households with the Tenant Based Rental Assistance (TBRA) program.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Housing Authority of the City of Eau Claire and the City of Eau Claire Housing Division continues to attend the Continuum of Care planning sessions, with several housing and social service agencies in the area, to address homelessness in the Eau Claire area. The group meets monthly to share ideas, identify needs and set agendas to address housing and homeless in Eau Claire.

In an effort to address the ever increasing needs of the homeless population, various agencies, including the Housing Authority Director/Housing Division Manager, Keith D. Johnathan, the Health Department Director, Elizabeth Giese, the Eau Claire School District Homeless Liaison, Danielle Claesges, and a representative of JONAH, Paul Savides, have begun strategizing on what it would take to bring nationally recognized expert, Erin Healy, in to help start the discussion about community collaboration around the issue of homelessness. The week of October 22, 2018 was established as the week that meetings with various organizations and a community forum would be held. Erin's approach is to create a community collaboration that will result in a "sprint" or several "sprints" to address and secure housing for different homeless populations. These "sprints" would last 100 days. The result would be to have an effective rate of zero for the populations identified. Erin has been successful in assisting communities across the country design programs and successfully complete their "sprints", including LaCrosse, Wisconsin. We are looking forward to the same level of success in Eau Claire.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City of Eau Claire Housing Division allocated funding to agencies that operate shelters for homeless individuals and families. The goal of these agencies is to work with the clients to establish sustainability, permanent housing and on-going case management to maintain housing.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals**

**and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The Housing Authority of the City of Eau Claire offers units to tenants that reach the end of their tenancy in their transitional housing units. They also offer a homeless preference to those on the Housing Authority waiting list.



## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The Housing Authority of the City of Eau Claire currently operates 110 units of traditional Public Housing. These units consist of single-family homes and duplexes scattered throughout the community. The Authority strives to enhance the buildings and services to improve the physical and social environment at the public housing sites.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The City of Eau Claire Housing Division encourages Public Housing and Tenant Based Rental Assistance (TBRA) tenants to participate in the Homeownership program. Several tenants have transitioned from Public Housing to Homeownership over the years.

Below are some other resident initiatives implemented or sustained during the past program year:

- Brochures and advertisements were distributed regarding the public housing and voucher program and qualifications to promote the programs.
- A newsletter was compiled and distributed to all Housing tenants regarding housing and other family and budgetary information.
- The Authority continues to have a housing resident appointed to the Housing Authority's board of commissioners.
- Provided self-help brochures to Housing tenants
- Purchased the books *"Energy Bus: 10 Rules to Fuel Your Life, Work, and Team with Positive Energy"* and *"Success Principles for Teens: How to Get From Where You are to Where You Want to Be"* for Public Housing tenants to fulfill the \$25/occupied units for tenant participation funding.

### **Actions taken to provide assistance to troubled PHAs**

The Housing Authority of the City of Eau Claire is not designated as "troubled" by HUD and has been designated as a "High Performer" for approximately the last 25 years.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The Consolidated Plan is consistent with the Housing Authority's objective to provide decent, safe and sanitary and affordable housing to low and very low income families. The Housing Authority assists homeless people to obtain housing, retains existing affordable housing stock and works towards increasing the supply of affordable housing.

It affirmatively furthers Fair Housing by posting Fair Housing posters in different languages in its office and placing notices in local newspaper on how to report and file housing discrimination complaints.

The City of Eau Claire Housing Division has been successful with updating the City's Fair Housing Code. The final version was taken the City Council and approved in August 2015.

In addition, the Housing Division Manager, Keith D. Johnathan, is currently in discussions with Mr. Bruce King, Director of the Realtors Association, to address Impediment #10 of the 2012 Analysis of Impediments to Fair Housing Choice. As a result of their conversations Mr. King has assured Mr. Johnathan of the following:

1. The Realtors Association follows up on every discrimination complaint they receive. Ethics hearings with the offending agents are held. Those complaints found to have merit after the ethics hearings are then forwarded to the State Department of Professional Standings and Practices. Those cases are posted to the State website
2. Mr. King said that he would be partnering with the La Crosse and the Central Regions to determine how to best serve the Hmong market.
3. Mr. King shared that he would taking steps to begin outreach through the Realtors Association to increase the number of minority realtors in the area. Mr. King also shared that he would be reaching out to the national office for funding in this effort. The National Association of Realtors has a number of diversity resources that can be brought to Eau Claire to assist in education and recruitment.

Mr. Johnathan will hold a follow up meeting or meetings with Mr. King to share the 2018 Analysis of Impediments to Fair Housing Choice and to follow up on his progress with the planned action steps, outlined above.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The City of Eau Claire Housing Division/Housing Authority is a participant in the monthly Continuum of Care (COC) meetings. The COC meetings include organizations such as Western Dairyland, Family Promise of the Chippewa Valley, Bolton Refuge House, Community Table, Salvation Army, United Way, Eau Claire School District, Catholic Charities, Habitat for Humanity, the Aging and Disability Resource Center, Hope Gospel Mission, Positive Avenues, AIDS Resource Center of Wisconsin and the Housing Authority of the City of Eau Claire.

Western Dairyland conducted a Point in Time survey on July 30, 2018 ranking the communities homeless needs. Strategies will be developed to address those needs that ranked as a high priority.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The City of Eau Claire Housing Authority has three trained employees that are state licensed as risk assessor/lead inspector/supervisor by the State of Wisconsin. The City/County Health Department also has three trained employees that are also state licensed. The City/County Health Department has purchased an XRF machine with CDBG funds, which has been and will be shared with the City of Eau Claire Housing Authority. Over the last year, those inspectors received their refresher training to keep current with the LBP laws.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Employment training and related services were provided by Job Services of Wisconsin, Western Wisconsin Private Industry Council, Eau Claire Hmong Mutual Assistance Association and other entities. Services ranged from specialized efforts to address specific needs to general education. Counseling and case management services were also included.

- The Housing Authority of the City of Eau Claire provides a mechanism for breaking the poverty cycle through its affordable housing homeownership program for low-income persons.
- Bolton Refuge House *Vocational Advocacy Program* provides an employment advocacy component for victims of domestic abuse. CDBG funds a portion of the Vocational Advocacy position that provides training on seeking transportation, information on current job openings, creating cover letters and resumes and on-line access help.
- Family Promise of the Chippewa Valley provides emergency shelter to the homeless families and case management to help with finding a job and permanent housing.
- Western Dairyland's *Business Startup Program* provides training to low income individuals to become an entrepreneur and own their own business.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City's five year Consolidated Plan identified no major weaknesses in its institutional structure, although an area that could be improved was identified as better coordination and cooperation with both the public and private sectors.

- The Redevelopment Authority was organized under Wisconsin Statutes to undertake projects in redevelopment areas in the City. The Redevelopment Authority's seven member commission draws heavily on banking, real estate and business leaders who serve as commissioners to the Authority to plan and implement the redevelopment of properties and promote economic development.
- The City of Eau Claire Housing Division through the Consolidated Plan planning process and operation of the Community Development Block Grant Program has significantly increased its community contacts including contacts with religious organizations, governmental agencies, public services agencies, and private service providers in the Consolidated Plan development alone. All of the above actions strengthen the City's ability to carry out its Consolidated Plan priorities.

The City of Eau Claire updates the Comprehensive Plan every 10 years and addressing affordable housing is part of that process. The Housing Authority of the City of Eau Claire is also a part of the updating process.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The City of Eau Claire allocated over \$200,000 of CDBG funding for rehabilitation and lead remediation for owner occupied and rental properties of low-income persons in the City of Eau Claire. Eau Claire has a well-maintained supply of large, older single-family houses that are amenable to rehabilitation. The rehabilitation and lead remediation activities are a high priority need for the City of Eau Claire. Due to new single-family development growing in the community, it is creating opportunities for resale of older houses to moderate-income households. There is a good system of city and county government along with private social service and non-profit housing providers. These organizations can address many of the community's housing problems, which are not as unmanageable as those in some large community. Rehabilitation and lead remediation on future homeowners in those units as well.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

During the 2017 grant year, the City of Eau Claire contracted with the Cedar Corporation to update the Analysis of Impediments to Fair Housing Choice. The report is completed and the City of Eau Claire has reviewed the impediments and will address those items of high priority.

The 2018 Action Plan stated that the City of Eau Claire may address, but not limited to, the following identified in the product:

**1. Need for Additional Support for Non-English Residents**

The City of Eau Claire will update the Hmong and Spanish brochures for the Rehabilitation Program and post them on our website, as well as have them available in the office.

The Hmong Association receives CDBG funding for the Community Liaison and Housing Liaison who provide Hmong language interpretation. The City will continue to work with them to provide interpretation for those with limited English proficiency.

**2. On-going Need for Additional Funding for Affordable Housing**

The City of Eau Claire will again award funding to the Housing Authority of the City of Eau Claire to operate the Tenant Based Rental Assistance program. Due to additional funding received by HUD for the 2018 grant year, the program will receive additional funding to add more vouchers to their program.

The Hmong Mutual Assistance Association will receive CHDO funding through the HOME program to purchase and rehabilitate a multi-family unit to add to the affordable housing stock in Eau Claire.

**3. Encourage Minority Families to Purchase Homes**

The City of Eau Claire will continue to work with the Realtors Association (R.A.) of the Northwest Wisconsin and Lake Superior Area to and follow up on their efforts to encourage minorities to consider careers in the real estate field.

Eau Claire is home to a large Hmong population. In fact, the Hmong are the largest minority group in the region. As such, they face cultural and language barriers when it comes to seeking and obtaining affordable housing. The City will again continue working with the R.A. to encourage realtors of all races and ethnic backgrounds to see to it that the population is properly and adequately served.

Also during the 2017 grant year:

- Administrative funds were used to run Fair Housing ad in the local newspaper and in our literature.

- The Homeownership Program was funded to help those who are in the 0-80% of median income to purchase a house.
- CDBG was used to fund the Alley Improvements Reimbursement Program that helps LMI homeowners with the payment of special assessments.
- The Hmong Mutual Assistance Association received CDBG funds for the Housing Liaison Program which helps to eliminate the language barrier between the Hmong community and services the city provides.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Each agency receiving funds through the CDBG and HOME Programs signed an agreement, which specifically describes the parameters and use of the funds they are receiving. Housing Division staff monitors each project for compliance with federal regulations, state and local codes, ordinances and any other applicable standards that may apply. Each monitoring visit is documented noting the date, location, attendees and highlights of the visit. Each project has a different use of CDBG and HOME funds and therefore has different reporting requirements. All subrecipients were required to submit reports with specific data and documentation as set forth in the agreement.

During the 2017 grant year, the Housing Division performed one on-site monitoring visit with seven subrecipients for the years covered in the agreement. The following items were reviewed to ensure each subrecipient was:

- Carrying out its funded activities as described in the signed agreement
- Carrying out its activities in a timely manner
- Charging costs to projects which are eligible and reasonable
- Conducting its activities with adequate control over financial performance
- Maintaining the required records to demonstrate compliance with applicable regulations and record keeping requirements. The City of Eau Claire Housing Division disburses CDBG funds on a reimbursement basis only, providing that appropriate and adequate documentation is provided to support the reimbursement request.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

Public Notices announcing the Consolidated Annual Performance Evaluation Report (CAPER) public hearings and comment periods were published both in the local newspaper, the *Eau Claire Leader Telegram*, and on the City of Eau Claire Community Development webpage. A notice was also sent to the local news media (WQOW & WEAU TV Stations and local radio stations), Government/Public Access Channel, the University of Wisconsin Eau Claire (UWEC), City of Eau Claire Library and the City of Eau Claire City Council members.

### **Citizen Participation Public Notice**

A Public Notice was published in the City of Eau Claire's Leader Telegram. A DRAFT copy of the CAPER was also posted in the City of Eau Claire's website and hard copies were available upon request. The public comment period ran from September 30, 2018 to October 15, 2018. A comment period of not less than 15 days was provided to receive comments prior to the submittal to the Department of Housing and Urban Development (HUD).

Despite efforts to publicize the public hearings/comment period, no citizen comments were received.



**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City of Eau Claire did not make any changes in the program objectives during the 2017 grant year and would not change any programs at this time. CDBG funding was allocated to the same public services as funded in previous years and they still prove to be valuable non-profits for the City.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## **CR-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Inspections were completed on the Housing Authority of the City of Eau Claire's three transitional units, as well as, Bolton Refuge House, Western Dairyland, Family Promise of the Chippewa Valley and Eau Claire Hmong Mutual Assistance Association's transitional units. The units were inspected for compliance of U.S. Department of Housing and Urban Development Housing Quality Standards (HQS). All units were in compliance.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

Affirmative marketing included publication of program availability using the equal opportunity in housing logo was conducted in a manner which has promoted the programs to minorities and women. The Rehabilitation/Weatherization Program has committed over 50% of funds to female head of household.

HOME Program agreements with the CHDO organizations include language regarding the need to affirmatively market HOME improved units. Construction/Rehabilitation of units took place during the reporting period by the CHDOs; specifically Western Dairyland marketing of the units after completion will be conducted in an affirmative manner.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

Over \$12,141 was received in program income from early payments of the HOME Weatherization and Tenant Based Rental Assistance (TBRA) Programs. The program income was put back into the program to use for future activities.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

The City continued to support the Housing Authority of the City of Eau Claire, which has primary responsibility for the strategy and has ongoing housing programs.

The City of Eau Claire purchased two single-family homeownership units to rehabilitate and sell with federal CDBG funds. First time homebuyer LMI families will be given the option to purchase the home through direct sale. The potential home buyers can also qualify for up to \$50,000 in subsidies, with \$15,000 being forgivable after five years of ownership, which will reduce the price of the home making it more affordable. Program Participants may purchase a home out right, providing they have sufficient funds for down payment and good credit.

The City of Eau Claire Housing Division has continued to and successfully operates the City's Housing Rehabilitation Loan Program.